

ESTC Minutes
Engineering Student Technology Committee
March 23, 2021
4-5pm
Microsoft Teams Meeting

Present:

ATS : Lee Brent, Prof. Michael Bell

CBE : Lauren Robertson

CEE : Claire Paschke, Danny White, Prof. Ryan Morrison

ECE : Drew Rackow (Chair), Peter Walsh, Prof. Ryan Kim

ME : Olivia Brown, Prof. Haile Endeshaw

SBME : Will Raymond

SE : Jayesh Narsinghani, Hamza Ahmed

Intra-departmental :

Ex-Officio : Kelley Branson (ETS), Dr. Anthony Marchese (AD)

Guest : Laura Marker (ETS), Nick Stratton (ETS)

Absent:

ATS : Kevin Yang

CBE : Yan Wang, Mason Vess, Prof. Jean Peccoud

CEE : Lily Drum-Parce

ECE : Yifan Yang

ME : Michael Sartini, Sydney McDonald

SBME :

SE : Prof. Jim Cale

Ex-Officio:

Old Business & Welcome

Welcome and Minutes

- Welcome everyone!
- The minutes from the March 12, 2021 meeting were unanimously approved and will be posted to the ESTC website by Kelley. These and other ETSC documents are available to ESTC members at the following:

<T:\Committees\ESTC>

If you are unable to get into this drive space, let Kelley know.

Old Business

- Update on the FY21 CFT report: The report was submitted last Friday, March 19. A great deal of work went into it thanks to Laura. The quick response from the department representatives was very much appreciated! Laura thanked everyone for

providing plans for spending the remaining departmental allocations.

New Business

Budget Work

Department Allocations (varies) – Total departmental allocations are \$70,300. It was proposed to have a baseline allocation of \$3,000 for each department regardless of enrollment and the remaining \$49,300 is distributed for each department as “share by enrollment” budget. Accordingly, the total departmental budget was allocated as follows: ATS: \$4500, CBE: \$8300, CEE: \$13,500, ME: \$19,200, SE: \$3,700, and BE: \$3,700. Compared to the last fiscal year, baseline allocations are reduced to avoid a possible negative budget. The budget proposal was prepared by assuming an estimated revenue of \$952,000. Drew raised a concern about unforeseen post-Covid complications and the need for having a contingency fund. Laura mentioned that a contingency fund is already available and includes a \$90,000 senior design budget and a \$51,000 instructional technology manager salary which is transferred to improve the 1313270 account. **Department baseline (\$21,000) and “share by enrollment” (\$49,300) budget allocations were unanimously approved.**

Services -> Network Equipment Replacement (\$50,000) – Kelley described the status of network replacement. Network spending will get us through this fiscal year (zeroed out). Inexpensive servers were added; two license servers, replaced virtual machine, and server controllers. Student data storage needs to be replaced. There were also a high maintenance costs on student storage server and a replacement of Veeam backup software. **Network replacement budget was approved unanimously.**

Unallocated – Laura suggested to add the unallocated budget of \$5800 to be included in the contingency. **The unallocated budget of \$5824 was unanimously approved to be kept in the account.**

Senior Design Space Special Allocation – A new design space for senior design students was proposed four years ago and \$90,000 was allocated. Kelly suggested spending the fund since it has been put aside for a while. Dr. Marchese provided a background about the senior design space proposal and suggested to use the fund to improve the existing senior design space at the ARC. Drew suggested to push back the budget instead of spending it now. Kelley mentioned the need for investing in virtual classrooms in the future and suggested to push back the fund for now until we identify how to spend it. **Members unanimously approved to push back the senior design space fund of \$90,000.**

Budget approvals for FY22 has been completed. The file containing the approved budget will be uploaded to the T drive (T:\Committees\ESTC).

ETSC members who are on their last term may contact Kelley for a letter stating that they served on the committee.

Next Meeting

Upcoming ESTC meetings:

April 6, 4pm Teams - cancelled since the budget is approved.

April 27, 4pm Teams - we will elect a new Chair - think about it!

A Teams invite was sent already -- ping Kelley if you did not receive this.

Meeting was adjourned at 4:48pm.

Respectfully submitted by Haile Endeshaw with additions from Kelley Branson